



CITY OF SAN BRUNO

Community Services Department

MEETING MINUTES

Senior Citizens Advisory Board August 16, 2016

1. **Call to Order/Roll Call:** Chair Goff called the meeting of the Senior Citizens Advisory Board to order at 9:00 a.m. Board Members Present: Chair Goff, Vice Chair Green, Carmichael, Hayes, Kreisel, Luzaich, and Treasure Hornung. Board Members Absent: Donnelly. Staff Present: Brewer, Madonich, Tessier, and Aker.
2. **PLEDGE OF ALLEGIANCE:** Chair Goff led the Pledge of Allegiance.
3. **APPROVAL OF AGENDA:** **MSC Luzaich/Carmichael** to approve the agenda of the August 16, 2016 meeting. Approved unanimously.
4. **APPROVAL OF MINUTES:** **MSC Luzaich/Kreisel** to approve the minutes of the July 19, 2016 meeting. Approved unanimously.
5. **PUBLIC COMMENT:** None.
6. **CONSENT CALENDAR:** None.
7. **CONDUCT OF BUSINESS:**
 - a. Treasurer's Report – July 2016 Treasurer's Report filed for audit.
 - b. Receive and File Monthly Information and Referral, Class Attendance, Nutrition Site Reports and Senior Center Historical Front Desk Sign In Data - Monthly Information and Referral Report and Nutrition Site Report were distributed and reviewed, received, and filed for July 2016. Board Member Kreisel recommended giving those who sign in at the front table a ticket to be used at the pastry table to ensure the sign-ins are more accurate. Staff agreed and said they would start using a ticket or token for signing in to see if it helps with the sign-in procedure.
 - c. Receive and File Minutes of Program Committee and Events Committee – Coordinator Madonich reported that the Events Committee was recommending that the Senior Center schedule a session on "Holiday Blues and How to Beat Them" in December. **MSC Carmichael/Luzaich** to approve scheduling "Holiday Blues and How to Beat Them." Approved unanimously. The Events Committee was also recommending a session to be scheduled with the Legal Aid Society. **MSC Luzaich/Carmichael** to schedule a session with the Legal Aid Society at the Senior Center. Approved unanimously. Coordinator Madonich also reported that the casino trips were not meeting the minimum requirement every month so they have decided to hold the casino trips every other month.

- d. Senior Center Project Update – Superintendent Brewer said that the public bid for the Senior Center deck had gone out and Public Services was waiting for companies to turn the bids in with the correct materials they had listed in the requirements. Board Member Kreisel asked how much longer she thought the deck would take because he didn't feel it was safe enough in its current state and she replied that she thought it was still about two months out but that she would have the utilities crew come assess the safety of the deck. Superintendent Brewer also reported that the bocce ball court replacement would not need to go through the public bid process but that it would still need to be approved by City Council. At this time she was sending out the specs to companies and waiting for quotes to come back.

8. **UNFINISHED BUSINESS:** None.

9. **EXCLUDED CONSENT:** None.

10. **ITEMS FROM STAFF:**

- a. 2017 Volunteer Recognition Party Selection of Event Date – Coordinator Madonich proposed the date of February 18, 2017 for the Volunteer Recognition Party because she wanted to make sure it was on the calendar to prevent overbooking of the Senior Center facility. She asked for the board's input on it because it was a three day weekend and the board replied that they didn't feel a long weekend would discourage people from coming as long as staff gave enough notice.
- b. Update on Additional Classes Due to Millbrae Community Center Fire – Superintendent Brewer stated that due to the fire many classes and instructors were displaced and looking for new facilities to be able to hold their classes. She said that we were able to accommodate most of the programs that had requested our facilities and that it would be about three years before the Millbrae Community Center would be rebuilt.

11. **PUBLIC COMMENT:**

12. **ITEMS FROM MEMBERS AND SUBCOMMITTEE REPORTS:** Board Member Kreisel thanked staff for the new screen door in the kitchen and requested that staff inform the Board of the scheduled time the janitor is supposed to be at the Senior Center. Board Member Carmichael requested that staff put out announcements about the Senior Board meetings and to use the suggestion box for items that could be discussed during the monthly Senior Advisory Board meetings. Board Member Hayes informed the Board that he had attended the Community Foundation grant meeting to get information regarding the application process.

13. **ADJOURNMENT:** With no other business to be conducted, **Board Member Carmichael**, adjourned the meeting of the Senior Advisory Board at 9:44 a.m.